



Code: 1641

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical and Analytical

Series: Real Estate and Legal

CLASS TITLE: ASSISTANT CORPORATION COUNSEL - SUPERVISOR

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a working supervisor over a staff of attorneys in the Department of Law while maintaining a personal workload of cases and transactional matters, and performs related duties as required

ESSENTIAL DUTIES

- Assigns, supervises, and reviews the work of staff attorneys and provides technical assistance in the development of case and negotiation strategies
- Conducts strategy meetings with subordinate staff and clients for assigned cases and transactional matters
- Reviews legal documents (e.g., motions, contracts, leases, ordinances, settlement agreements, closing documents, briefs, legal opinions, charges) prepared by staff attorneys to ensure accuracy, completeness and legal validity
- Supervises discovery and coordinates work with department investigators and law enforcement agencies responsible for gathering case evidence
- Develops work standards and evaluates job performance of staff attorneys
- Conducts or coordinates training and workshops for less experienced attorneys
- Prepares productivity reports of section's work activities and the status of pending cases and transactional matters
- Compiles activity reports of staff attorneys and prepares summaries of assigned cases
- Manages a personal workload of complex cases and transactional matters and serves as lead attorney at trials or legal proceedings

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an American Bar Association (ABA) accredited law school, plus four years of work experience in the legal profession as a licensed attorney

Licensure, Certification, or Other Qualifications

- Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *federal and state legislation and its impact on City ordinances
- *applicable local laws, regulations, and guidelines
- *the legal system and the principles and practices of applicable areas of law
- *legal research methods, techniques, and resources
- *contract law and administration
- *courtroom procedures and legal terminology

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Assistant Corporation Counsel class series

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *NEGOTIATION - Bring others together and trying to reconcile differences
- *PERSUASION - Persuade others to change their minds or behavior
- MANAGEMENT OF PERSONNEL RESOURCES – Motivate develop and direct people as they work and identify the best people for the job
- TIME MANAGEMENT – Manage one’s own time or the time of others
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Assistant Corporation Counsel class series

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

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- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Assistant Corporation Counsel class series

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other work requirements as required for successful performance in the Assistant Corporation Counsel class series

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2017